

## Board of Management

### Meeting of the Learning & Teaching Committee

Minute of 3<sup>rd</sup> meeting held on 6 February 2018 at 1700 hrs (LTC3)

Present	
Jim Gallacher (JG) (Convenor)	<b>Also in attendance</b>
Tracey Howe (TH)	Jane Auld (JA) (Minute Secretary)
Megan Cartwright (MC)	Paul Clark (PC)
Jack McAllister (JMcA)	Douglas Dickson (DD)
	Dr John Laird (JL)
	Kay Sheridan (KS)
	Joe Wilson (JW)
	Siobhan Wilson (SW)
Apologies for absence	
Joanna Campbell	Paul Little
David Eaton	Stuart Patrick
Carla Gethin	

Item LTC3-1	Apologies for Absence	
Paper No:	Lead: J Gallacher	Action requested: Note
Decision/Noted	Apologies were noted as above. PC to clarify if Stuart Patrick is still a member of this Committee.	

Item LTC3-2	Declarations of Interest	
Paper No:	Lead: J Gallacher	Action requested: Note
Decision/Noted	No declarations were made.	

Item LTC3-3	Minute of Learning & Teaching Meeting held on 7 November 2017	
Paper No: LTC3-A	Lead: J Gallacher	Action requested: Approve
Discussion/ Matters Arising	<p>The minutes of the meeting on 7 November 2017 were approved as a correct record.</p> <p><b>Matters arising:</b></p> <p><i>Partnerships with the OU:</i> JC reported that the OU has been exploring the possibility of working with the College in a number of areas. This includes the development of a TQFE-type qualification, endorsed by the OU.</p>	
Decision/Noted	The minutes of the meeting on 7 November 2017 were approved.	

Item LTC3-4		Strategic Risk Review	
Paper No: LTC3-B	Lead: P Clark	Action requested:	
Discussion/ Matters Arising	<p>The Risk Management Action Plans (MAPs) for the risks aligned to the Learning and Teaching Committee were circulated:</p> <ul style="list-style-type: none"> <li>• Risk 1: Failure to support successful student outcomes</li> <li>• Risk 2: Failure to establish optimal pedagogical model</li> <li>• Risk 3: Failure to achieve good student outcome/progression levels</li> </ul> <p>The wording, risk scores and MAPs associated with risks 1 and 2 were approved.</p> <p>In relation to risk 3, it was noted that this risk relates only to full-time students. Some data for part-time students exists, largely concerning where they are already employed, but this information is not required by the Funding Council. It was agreed that JG and DD would discuss this further outwith the meeting.</p>		
Decision/Noted	JG and DD to discuss risk 3 further.		

Item LTC3-5		How Good is Our College	
Paper	Lead: J Laird	Action requested: Discuss	
Discussion/ Matters Arising	<p>JL described the current process around quality reporting where the College develops its own report and action plan, using its own data. The HMI representative was involved in sampling data and activities, such as attending programme review meetings, to ensure the conclusions the College reached were robust.</p> <p>JL commented that the College's report was a very positive one, demonstrating a strong quality structure and containing accurate descriptions of how the data had been collected. Existing processes are good, both for data collection and for reflection and analysis.</p> <p>In relation to areas requiring development, JL highlighted:</p> <ul style="list-style-type: none"> <li>• the Glasgow-planned curriculum: this was designed to enable learners to move between Glasgow institutions, but this is limited. The College will need to reflect on the application/recruitment processes to identify the reasons for this, and to rectify the issues preventing movement. JG suggested that some further research was required on this; JC advised that this is currently under review by GCG Learning and Teaching Group and some progress has been made where appropriate.</li> <li>• subject areas where the PIs have been consistently poorer for some time require examination;</li> <li>• lessons from the evaluation and reporting process: although this generally worked well, the College may want to consider making additional support available to DD who undertook the process largely on his own. It was noted that in most colleges, this task is undertaken at assistant principal level; JC advised that DD was in fact supported by SMT/JC and lack of AAs for a college the size of COG was part of the issues here. This has been raised with Education Scotland through JL</li> <li>• from a governance perspective it will be important to make use of observation etc, in order to bring a full range of evidence to the process.</li> </ul>		

DD noted that much of the guidance for the evaluation process was issued very late, and he expected to start the process earlier this year, so that there was sufficient time for reflection.

JC proposed that some of the associate assessors be mobilised to assist in some areas. JC, Sandra Gunn and Jill Weatherill are currently the only assessors in the College, and it would be helpful to have further staff trained.

The Committee noted the end of JL's tenure with the College. Karen Corbett will now take over this role.

JG thanked JL for his contribution.

**Decision/Noted** The Committee noted the feedback.

Item LTC3-6	Student Experience Strategy Update	
Paper No: LTC3-C	Lead: J Campbell	Action requested:
Discussion/ Matters Arising	<p>JC's report provided an update on recent activity in the three initiatives within the strategy:</p> <ul style="list-style-type: none"> <li>• Student Partnership Agreement</li> <li>• City Learning 4.0</li> <li>• Widening Access</li> </ul> <p>JC noted that MC and her team have rolled out the new student platform "MyVoice" which is working well. As a result of engagement through MyVoice, there are now longer opening hours for the library, there is a new Student Partnership Agreement Forum to discuss issues raised by students, and possible improvements. Discussions are also underway regarding classes in open classrooms and around a teach staff recognition award.</p> <p>In relation to widening access, the College has a clear statement of commitment to widening access through fairness, opportunity and respect. The College has an inclusive admissions policy and provides additional support to care leavers and carers. Entry requirements to the College are set at a minimum required to succeed. Applicants living in the most deprived regions of Scotland are provided with a guaranteed interview, where the applicant holds the minimum entry requirements.</p> <p>TH noted that carers do not have the same level of support as care leavers. JC explained that care leavers have been specified by the Funding Council as a priority, but that the needs of carers would be looked at within the relevant curriculum team.</p> <p>JG referred to progression routes for students and the additional support that may be required to ensure students can move between colleges. JG suggested that some working class women would find it difficult to make such a transition for cultural and economic reasons. JG indicated he would like to have a further discussion on this outwith the meeting.</p> <p>It was noted that City Learning 4.0 would be covered under item 8.</p>	

<b>Decision/Noted</b>	The report was noted. It was agreed that JG and JC would meet to discuss progression routes.
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Item LTC3-7	Regional Curriculum Update	
<b>Paper No LTC3-D</b>	Lead: J Campbell	Action requested: To note
<b>Discussion/ Matters Arising</b>	<p>JC introduced a paper outlining the curriculum planning undertaken by the six regional curriculum hubs. A summary of the hub review priorities was provided, alongside identified cross cutting themes, such as the need to ensure that the curriculum is sufficiently agile to adapt to fit with economic drivers. The hubs are now updating curriculum maps and these will show progression routes to prospective students. It was noted that the information contained in the curriculum hub reports will inform the Regional Outcome Agreement.</p> <p>KS reported that the College is working with Glasgow City Council around early years expansion. In relation to life sciences and the Glasgow bio corridor, it was agreed it would be important for the College to be linked into the work in this area. JC noted that the STEM manifesto across the region is to be reviewed, with a view to having a separate STEM hub. It is expected this will create more robust linkages with employers.</p> <p>In response to a question from JG, DD noted that areas not delivering appropriate curriculum is due to the awarding body's inability to keep pace with sector requirements. JG proposed that where there were inadequate resources, this need to be taken up with the appropriate bodies.</p> <p>JC reported that decisions will be taken about the allocation of resources looking at the overall picture. Areas where there are low PIs or where there is no economic demand for growth will be reduced.</p> <p>The Committee agreed the need to keep this area under review.</p>	
<b>Decision/Noted</b>	The contents of the report were agreed. This topic to be kept under review.	

Item LTC3-8	Pedagogy & Innovation – Centre for Technical and Professional Education	
<b>Paper No: LTC3-E</b>	Lead: J Campbell	Action requested: To discuss
<b>Discussion/ Matters Arising</b>	<p>JW attended to provide an update on the work of the Centre for Technical and Professional Education (COTPE).</p> <p>The City Learning 4.0 model has provided a fresh approach to learning and student engagement, with delivery being developed so that it is more personalised to the needs of students. City Learning 4.0 is an iterative model. A programme of staff and student support aligned to City Learning 4.0 is being run by the Library and Learning Technology Team.</p> <p>Negotiations with Jisc have extended the range of digital resources, and plans are in place to upgrade the virtual learning environment. An open version of MyCity will be made available to prospective students, including the library guides on how to use digital learning. JMcA noted that this can</p>	

	<p>also be helpful for students who have left the College, but wish to revise certain topics when they move on to university. JW noted that he was considering a new platform called Canvas, which is more suitable for mobile devices than Moodle.</p> <p>JW described the ongoing work of projects funded through the Innovation Catalyst Fund, ranging from ESOL to crypto currency and podcasting.</p>
<b>Decision/Noted</b>	The Committee noted the update provided by JW, and thanked JC and JW for the work undertaken to establish the Centre.

<b>Item LTC3-9</b>	<b>Industry Academy Update</b>	
<b>Paper No:</b>	Lead: Joanna Campbell	Action requested: To note
<b>Discussion/ Matters Arising</b>	<p>JC reported that the College KPIs are now available on the dashboard. There are currently 23 Industry Academies. It is anticipated that this will expand to around 100, in line with the Blue Ocean Strategy.</p> <p>It was noted that the CalMac programme has been very successful and has been nominated for a TES award. A partnership has been developed with the steamer Queen Mary, with some of the College's maritime cadets involved in the refurbishment. This will also involve travel, tourism and hospitality students.</p>	
<b>Decision/Noted</b>	The Committee noted the update from JC.	

<b>Item LTC3-10</b>	<b>Curriculum Planning Reviews</b>	
<b>Paper No: LTC3-F</b>	Lead: J Campbell	Action requested: To note
<b>Discussion/ Matters Arising</b>	<p>DD reported on a series of curriculum planning meetings with the six faculties to look at PIs, finance and recruitment. A new approach to curriculum planning, aligning it with performance improvement, was agreed by SMT in August 2017. Faculties have compiled action plans to address performance issues. A Performance Action Group has been established to identify the factors that are impacting on student engagement with the course and leading to a low PI, and to assist with producing a comprehensive action plan. The Group will also introduce Shared Teaching Practice and devise an action toolkit to be disseminated College-wide. An interim report from the Performance Action Group will be brought to the Committee in April.</p>	
<b>Decision/Noted</b>	The Committee noted the work on curriculum planning reviews and performance improved, and agreed to receive a further report on the work of the Performance Action Group in April.	

<b>Item LTC3-11</b>	<b>SPSO Annual Complaint Handling Report AY 2016-17</b>	
<b>Paper No: LTC3-G</b>	Lead: D Dickson	Action requested: To note
<b>Discussion/ Matters Arising</b>	<p>The Committee received a report detailing complaints for the academic year 2016/17. It was noted that industrial action had led to an increase in complaints over this period, although the number of complaints remains low</p>	

in comparison to other industries.

**Decision/Noted** The Committee noted the report.

**Item LTC3-12 My Student Experience Questionnaire 2017-18**

**Paper No: LTC3-H** Lead: D Dickson Action requested: To note

**Discussion/ Matters Arising** DD's report outlined the revised process undertaken in 2017/18 in relation to the My Student Experience questionnaire, in consultation with the Student Association.

Areas of lower student satisfaction were noted as:

- Catering services
- Timetabling
- Funding
- Responding to student suggestions
- Course organisation

SMT members are working to identify resolutions to the issues raised, and to enhance the student experience.

It was noted that the output from the questionnaire will inform part of the College's Education Scotland evaluation report and enhancement plan.

**Decision/Noted** The Committee noted the contents of the report.

**Item LTC3-13 City of Glasgow College Full Time Leaver Destinations 2015/16**

**Paper No: LTC3-I** Lead: D Dickson Action requested:

**Discussion/ matters arising** DD outlined the college leaver destinations for the year 2015/16, as published by the Scottish Funding Council. DD noted that the data for 2015/16 was published in September 2017.

It was agreed that DD would meet with JG to have an initial conversation on the contents of the report, with a view to holding a more detailed discussion at the Committee at a later date.

**Decision/Noted** Agreed DD and JG to meet in the first instance to discuss the paper, followed by a more detailed discussion at a future committee.

**Item LTC3-14 Developing Scotland's Young Workforce**

**Paper No: LTC3-J** Lead: K Sheridan Action requested:

**Discussion/ matters arising** The Committee received a report from KS highlighting the College's progress and contribution to the regional response to Developing the Young Workforce. KS outlined the key actions and objectives for 2017/18, noting:

- the increase in programmes and learners engaged in Senior Phase



- programmes across all faculties;
- the specific programmes to engage gender balances in Engineering, Construction, Health and Care and Early Years and Childcare;
  - the increase in Modern Apprenticeships, rising to 105 by the end of March 2018;
  - bids for new programme frameworks.

**Decision/Noted** The Committee noted the contents of the report.

<b>Item LTC3-15</b>	<b>Academic Board</b>	
<b>Paper No:</b> LTC3-K	Lead: J Campbell	Action requested: To note
<b>Decision/Noted</b>	The Committee noted the minutes from the Academic Board meeting on 5 December 2017.	

<b>Item LTC3-16</b>	<b>Any Other Notified Business</b>	
<b>Paper No:</b>	Lead: T Howe	Action requested: To note
<b>Decision/Noted</b>	TH had attended the College open day and congratulated MC on her work taking tours around the College. Her enthusiasm had contributed to a very successful day.	

<b>Item LTC3-17</b>	<b>Disclosability of Papers</b>	
<b>Paper No:</b>	Lead: J Gallacher	Action requested: To agree
<b>Decision/Noted</b>	Disclosability status of papers agreed as stated.	

<b>Item LTC3-18</b>	<b>Date of Next Meeting</b>	
<b>Verbal</b>	Lead: J Gallacher	Action requested: To note
<b>Decision/Noted</b>	The Committee will meet next on Tuesday 24 April 2018.	

Convener's Signature \_\_\_\_\_

Date \_\_\_\_\_

## **ANNEX TO THE MINUTE**

### **ACTION POINTS ARISING FROM THE MEETING**

<b>Item</b>	<b>Description</b>	<b>Owner</b>	<b>Target Date</b>
LTC3-1	PC to clarify if Stuart Patrick is still a member of the Learning and Teaching Committee	PC	24.04.18
LTC3-4	Under the Strategic Risk Review, JG and DD to discuss risk 3 further.	DD/JG	
LTC3-6	Under the Student Experience Strategy Update, JC and JG agreed to meet to discuss progression routes.	JC/JG	
LTC3-7	The Regional Curriculum to be kept under review.	JC/JG	
LTC3-10	A report on the work of the Performance Action Group to be brought to the next meeting of the Committee.	DD	24.04.18
LTC3-13	DD and JG to meet to discuss the report on Leaver Destinations, prior to a more detailed discussion at the Committee.	DD/JG	Tbc

### **ACTION POINTS ARISING FROM PREVIOUS MEETINGS**

<b>Item</b>	<b>Description</b>	<b>Owner</b>	<b>Target Date</b>
	All action points from previous meetings have been completed		